



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

February 10, 2004

RQ-2

Patricia P. McGonigle, Treasurer
Carper for Senate
19 East Commons Boulevard, 2nd Floor
New Castle, DE 19720

Response Due Date:
March 11, 2004

Identification Number: C00349217

Reference: July Quarterly Report (4/1/03 - 6/30/03)

Dear Ms. McGonigle:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. This notice requests information essential to full public disclosure of your federal election campaign finances. An adequate response must be received at the Senate Public Records Office by the response date noted above. An itemization of the information needed follows:

-Your report was filed on an old version of FEC Form 3. The old version does not incorporate recent regulatory changes to include election cycle to date reporting requirements. Although the form you used shows a revision date of 1/2003, it does not include all prior changes. The new FEC Form 3, dated 02/03, must be used on all reports submitted by your committee. The new form can be downloaded from the FEC web site at <http://www.fec.gov>, or requested through the FEC Faxline at (202) 501-3413. Please re-submit your report using the new FEC Form 3. (11 CFR §104.2)

-A review of your itemized receipts indicates a discrepancy in your aggregate election cycle-to-date totals. The reported aggregate totals on your report should include all contributions from an individual or committee given in the election cycle. Please review your procedures for compliance with this requirement and amend your report(s) as necessary. (11 CFR §104.3(a)(3))

Unlike previous election cycles, you will not receive an additional notice from the Commission on this matter. Adequate responses received on or before this date will be taken into consideration in determining whether audit action will be initiated.